



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-567
Position Title: Executive Staff Assistant
Series and Grade: PG-0301-7/9/11
Salary Range: \$39,330 - \$75,669
Promotion Potential: PG-11
Opening Date: 04/29/08
Closing Date: 05/12/08
Location of Position: Plant Operations
Office of the Managing Director
Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

Performs a variety of administrative, logistical, management analysis, liaison, and other operational and support activities to facilitate the work of the Managing Director as well as the Deputy Director and the Production Manager. Provides assistance with the development of short and long range plans based on immediate needs and anticipated changes in the workload, missions, functions, and resources. Assists in managing and coordinating diverse operational and management activities and formulates policies, plans, and programs to support these goals. Researches and analyzes the need for various types of equipment and determines which equipment and/or items will best suit the needs of the office. Provides assistance in researching and conducting analyses concerning printing developments, and trends. Prepares and assembles background materials, documentation, and information for briefings, meetings, or conferences. Uses automated systems, such as word processing, data management and other management information software packages to create reports, spreadsheets, statistical diagrams, and charts. Controls and reviews incoming correspondence, which includes letters, memoranda, briefing reports, email-messages, faxes, documents and general information. Reviews outgoing correspondence for procedural and grammatical accuracy, factual correctness and conformance to required format and the general policies of the office.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Examples of specialized experience include: performing administrative duties such as scheduling meetings and preparing various reports and correspondence. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the

complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Skill in planning, scheduling, coordinating, integrating, and managing all various administrative and operational activities of an office.
2. Ability to use automated systems in order to create, analysis, edit and extract data and information.
3. Skill in communicating clearly, tactfully, and persuasively, both orally and in writing with various customers and employees.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and

For Additional Information:

HR Consulting Services
Lisa Ghebresillassie
Phone: (202) 512-2010 x 31056
TDD: (202) 512-1519

attach documents in Word or PDF format).

To confirm receipt of your application, call:
202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.